



2016 HP SUMMER PROGRAM FINAL SCHEDULE

APPLICATION- VETTING-ANNOUNCEMENT PROCESS

- Tuesday, March 15, 2016 – Applications released.
- **Monday, April 18, 2016 – Applications due by 5:00pm** (post marked or received), City Clerk, Huntington Park City Hall, 6550 Miles Ave #145, Huntington Park, CA 90255
- Monday, April 18 – Friday, April 29, 2016 – Review committee reads and scores all applications.
- FIRST CUT NOTIFICATION: Saturday, April 30, 2016
- Saturday, May 14, 2016 – 8:00am – 6:00pm In person interviews of the top 18 candidates. Final 12 candidates will move forward.

Tuesday May 17, 2016 @ HP City Council – Lottery drawing for 10 Fellows and 2 Alternates - FINAL SELECTION NOTIFICATIONS

- Wednesday, May 18, 2016 Notification and acceptance or declined by candidates.
- Thursday, May 19, 2016 Public Press Announcement made.
- May (TBD) Training at Flipagram Century City offices for effective story telling training.

PRE-ORIENTATION & WELCOME DINNER: Thursday, May 26, 2016

In preparation for their work experience, all Fellows will complete a job skills workshop and orientation prior to reporting to their June community benefit project. At orientation students will take their professional headshot, receive their program tool kits, create a social media profile template, selecting team buddies, and identify corporate/small business mentor. City Attorney Arnold Glassman/City Manager Edgar Cisneros and HUB Cities leadership will review contracts and present for signature execution by both Fellows and parents/guardians. In addition to City VIPs, parents/guardians will be invited to attend Welcome Dinner to be held in Huntington Park, Thursday, May 26, 2016.

MONTH OF JUNE – Community Benefit Water Conservation Project: Fellows will meet weekly on Saturdays and possibly one day during the week for 4 weeks.

FELLOWSHIP PROGRAM: 7 weeks July 5, 2016 – August 31, 2016 (4th of July Holiday Weekend Friday July 1-Monday July 4, 2016.)

WEEK ONE: Tuesday July 5, 2016 – Friday July 8, 2016

(DUE TO JULY 4th HOLIDAY - THIS WILL BE THE ONLY WEEK WILL MEET ON FRIDAY)

- Receive city ID badges, be assigned city department placements and rotation matrix.

- First rotation in local small business and Huntington Park City Departments: (5) CITY DEPARTMENTS Police, Public Works, Parks & Recs, Finance, and City Manager’s Office. (2) Summer interns per placement at weekly rotation.

- Civic 101 seminar: TRAINING FRAMEWORK: SELF, COMMUNITY, GLOBAL
The HP Civic Seminar 101 training framework that is being proposed is meant for Fellows to be exposed to civic engagement through the perspectives of self, community and a global context.
WEEK #1 HOMEWORK: Development of personal 1-3-5 year visioning statement.

WEEK TWO: Monday, July 11, 2016 – Thursday, July 14 2016

- Second team of two rotation.
- Civics 101 seminar.

WORKSHOP # 2 PART 1 - The Etiquette Advantage in Business: Personal Skills for Professional Success. a. Digital Communications and b. Dining Etiquette;

WEEK THREE: Monday, July 18, 2016 – Thursday, July 21, 2016

- Third team of two rotation

WORKSHOP #3 PART 2 - The Etiquette Advantage in Business: Personal Skills for Professional Success
c. Gender and Generations in the workplace; d. Global cultural etiquette, and e. Travel Etiquette.

WEEK FOUR: Monday, July 25, 2016 – Thursday, July 28, 2016

- Fourth team of two rotation
- Civics 101 seminar.

WORKSHOP #4 Finding a job – Building your resume and how to search (internet resources, etc.)

WEEK FIVE: August 1, 2016 – Thursday, August 4, 2016

- Fifth team of two rotation.
- Civics 101 seminar.
- Hub Cities supervisors review Fellow evaluations.

WORKSHOP #5 Fellows evaluation of program experience.

WEEK SIX: Sunday, August 7, 2016 – Sunday, August 14, 2016

- UCLA UNI-CAMP – Week long wilderness camping trip.

THEME: “Session Expression”, the focus of this week will be utilizing art and the camp experience to foster creative growth, leadership, and personal development.

WEEK SEVEN: August 15, 2016 – Thursday, August 18, 2016 Field Trips Workforce field trips visit (3) corporate business leaders for “A Day in the Life”. TARGET INDUSTRIES: Security, Tech; and Energy.

GRADUATION SCHOLARSHIP LUNCH: Thursday August 18, 2016 in Huntington Park (TBD). VIPs with each participant receiving the final payment of their \$1000 stipend. Highlight Community Service Benefit Project.

END OF PROGRAM.

2016 SUMMER READING LIST

MUST READ (Books will be provided as part of the tool kit.)

Jim Collins' five year study, "From Good to Great": Why some companies make the leap and others don't, (2001) and can be applied to any organization seeking authentic transformation. Collins explains that, "In fact, leaders of organizations that go from good to great start not with 'where' but with 'whom.' They start by getting the right people on the bus, the wrong people off the bus, and the right people in the right seats. And they stick with that discipline—first the people, then the direction—no matter how dire the circumstances."

Stephen R. Covey, "The 7 Habits of Highly Effective People", first published in 1989, is a business and self-help book with an approach to being effective in attaining goals by aligning oneself to what he calls "true north" principles of a character ethic that he presents as universal and timeless.

OPTIONAL READING

Robert Cialdini, "Influence: The Psychology of Persuasion". Persuasion is at the heart of business, where leaders must reach clients, customers, suppliers, and employees. Cialdini's classic on the core principals of persuasion is a sterling example of psychological principals to business life. Based on his personal experiences and interviews with everyone from expert car salesmen to real estate salespeople. Richard Tedlow, "Giants of Enterprise: Seven Business Innovators and the Empires They Built". A chronology of the lives of some of the businesspeople – Carnegie, Ford, Eastman, Walton – who shaped the world we live in today. It is a brief introduction to the figures and companies who built modern businesses.

Clayton M. Christensen, "The Innovator's Dilemma: When New Technologies Cause Great Firms to Fail". Thinkers 5.0 has ranked Christensen 'the world's greatest business thinker'. This book provides a foundation for future young leader wondering how to drive business innovation and fight competitors constantly threatening to disrupt his or her business model with new technology.